# BTEC International Level 3 Foundation Diploma (540 GLH) in Hospitality: Sample Delivery Plan

## Audience

This document is intended to support tutors and those delivering BTEC International Level 3 qualifications from April 2020.

## Introduction

Clear unit planning and understanding of key deadlines are essential for a successful delivery programme. We have produced a sample delivery plan showing how the BTEC International Foundation Diploma in Hospitality and Catering could be delivered over one year, highlighting assessment milestones and indicating where you can teach units holistically.

## Key sections

The document focuses on key dates to plan around and an example of how the Foundation Diploma can be structured, set out in the three sections below:

**Section 1: Guide to key dates**

A table setting out the key activities and requirements for course delivery alongside dates and links to further information.

**Section 2: Sample one-year plan – delivery chart**

A chart setting out the key deliverables against chosen units.

**Section 3: Sample one-year plan – detailed rationale**

An in-depth rationale and explanation as to how the suggested plan was structured.

Further support can be found within the relevant specification on Pearson's website (https://qualifications.pearson.com/en/qualifications/btec-international-level-3/hospitality-and-catering.html#tab-FoundationDiploma).

Below is an overview of how wider support also links to this document.

| Support | Purpose |
|---|---|
| Delivery Guides | Companions to your BTEC International Level 3 specification, Authorised Assignment Briefs (AABs) and Sample Pearson-Set Assignments. They contain ideas for teaching and learning, including practical activities, realistic scenarios, ways of involving employers in delivery, ways of managing independent learning and how to approach assessments. The aim of these guides is to show how the specification content might work in practice and to inspire you to start thinking about different ways to deliver your course. |
| Authorised Assignment Briefs | Provide scenarios and teaching plans for each unit, to be used either as they are set out or to inform your own planning. |
| Schemes of Work | Demonstrate how the unit content can be covered in the guided learning hours (GLH) while providing lesson ideas and highlighting links to other units to help you plan your teaching. |

## Section 1: Guide to key dates

Setting out the order of key activities and requirements for course delivery alongside links to further information.

| Action | Description | Resource/reference |
|---|---|---|
| OSCA (Online Support for Centre Assessors) | Centres need to register a Lead Internal Verifier (LIV) for each principal BTEC Subject Area.<br>The LIV must download the OSCA materials and use it to standardise the assessment and delivery team for the programme. | Edexcel Online. Your Exams Officer can provide a LogIn. |
| Assessment plan(s) | An assessment plan(s) must be in place to demonstrate that sufficient time is available to deliver and assess all the required units in a timely manner. More than one plan may be required if there are different groups working at different speeds. | Assessment plans are available here. |
| Assignment briefs | Assignment briefs should be internally verified to ensure that they are fit for purpose and that the equipment, resources and staff expertise will be available. This will not be required for Pearson Set Assignment units. | Authorised Assignment Briefs are available on the Pearson website.: https://qualifications.pearson.com/en/qualifications/btec-international-level-3/hospitality.coursematerials.html#filterQuery=Pearson-UK:Category%2FInternal-assessments |
| Learner induction | A short period of induction is strongly recommended to ensure that learners are familiar with the programme and its requirements.<br>Plagiarism, referencing, time Supervision skills, the importance of meeting deadlines and centre policies should be covered. | |
| Register your learners | Learner registrations need to be made by the deadlines on our website. This will trigger the allocation of a Standards Verifier and support for your centre. | Edexcel Online |
| Allocation of Standards Verifier | The Standards Verifier will need to see the assessment plan(s) and will agree a sampling schedule with the centre. They are available to provide support and guidance. | The details of the Standards Verifier will be emailed to the Quality Nominee at the centre. Please ensure that the Quality Nominee details registered with Pearson are accurate. |
| Internally assessed unit completed | The internally assessed unit(s) need(s) to have been sampled and reported prior to the end of the teaching for the year. | A guide to internal assessments is available here. |
| Second sampling completed | Second sampling of internally assessed units that were not released for certification must be complete by the end of the teaching for the year. | |

## Section 2: Sample one-year plan – delivery chart

This plan is intended to be used as guidance.

### Key

R = Revision for assessment

INT = Internal assessment

CSR = Case study research

SA = Summative assessment

| | | | | TERM 1 | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Unit** | **Unit title** | **Guided learning hours** | **Assessment method** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** |
| 1 | The Hospitality Industry | 60 | INT SET | | | | | | | | | | | | CSR | SA |
| | | 4 hours per week | | | | | | | | | | | | | | |
| 2 | Environment and Sustainability in the Hospitality Industry | 60 | INT SET | | | | | | | | | | | | CSR | CSR |
| | | 4 hours per week | | | | | | | | | | | | | | |
| 10 | Supervision of Food Safety in Hospitality | 60 | INT | | | | | | | | | | | | CSR | CSR |
| | | 4 hours per week | | | | | | | | | | | | | | |
| 4 | The Principles of Leadership and Supervision | 60 | INT SET | | | | | | | | | | | | CSR | CSR |
| | | 4 hours per week | | | | | | | | | | | | | | |
| 21 | Technology and Digital Media in Hospitality | 60 | INT | | | | | | | | | | | | | |
| | | 2 hours per week | | | | | | | | | | | | | | |

| | | | | TERM 2 | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Unit** | **Unit title** | **Guided learning hours** | **Assessment method** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** |
| 1 | The Hospitality Industry | 60 | INT SET | SA | SA | | | | | | | | | | | |
| | | 4 hours per week to week 15 | | | | | | | | | | | | | | |
| 2 | Environment and Sustainability in the Hospitality Industry | 60 | INT SET | SA | SA | | | | | | | | | | | |
| | | 4 hours per week to week 15 | | | | | | | | | | | | | | |
| 10 | Supervision of Food Safety in Hospitality | 60 | INT | | SA | | | | | | | | | | | |
| | | 4 hours per week to week 15 | | | | | | | | | | | | | | |
| 4 | The Principles of Leadership and Supervision | 60 | INT SET | | **SA** | | | | | | | | | | | |
| | | 4 hours per week to week 15 | | | | | | | | | | | | | | |
| 3 | Customer Service Provision in Hospitality | 60 | INT | | | | | | | | | | | | | |
| | | 4 hours per week from week 16 | | | | | | | | | | | | | | |
| 13 | European Cuisine | 60 | INT | | | | | | | | | | | | | |
| | | 4 hours per week from week 16 | | | | | | | | | | | | | | |
| 18 | Conferencing and Banqueting | 60 | INT | | | | | | | | | | | | | |
| | | 4 hours per week from week 16 | | | | | | | | | | | | | | |
| 22 | Marketing for Hospitality | 60 | INT | | | | | | | | | | | | | |
| | | 4 hours per week from week 16 | | | | | | | | | | | | | | |
| 21 | Technology and Digital Media in Hospitality | 60 | INT | | | | | | | | | | | | | |
| | | 2 hours per week | | | | | | | | | | | | | | |

| | | | | TERM 3 | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Unit** | **Unit title** | **Guided learning hours** | **Assessment method** | **27** | **28** | **29** | **30** | **31** | **32** | **33** | **34** | **35** | **36** | **37** | **38** | **39** |
| 3 | Customer Service Provision in Hospitality | 60 | INT | | | SA | SA | | | | | | | | | |
| | | 4 hours per week to week 30 | | | | | | | | | | | | | | |
| 13 | European Cuisine | 60 | INT | | | SA | SA | | | | | | | | | |
| | | 4 hours per week to week 30 | | | | | | | | | | | | | | |
| 18 | Conferencing and Banqueting | 60 | INT | | | SA | SA | | | | | | | | | |
| | | 4 hours per week to week 30 | | | | | | | | | | | | | | |
| 22 | Marketing for Hospitality | 60 | INT | CSR | CSR | SA | SA | | | | | | | | | |
| | | 4 hours per week to week 30 | | | | | | | | | | | | | | |
| 21 | Technology and Digital Media in Hospitality | 60 | INT | CSR | CSR | SA | SA | | | | | | | | | |
| | | 2 hours per week to week 30 | | | | | | | | | | | | | | |

## Section 3: Sample one-year plan – detailed rationale

### Overview

The BTEC International Level 3 Foundation Diploma in Hospitality suggests 540 guided learning hours (GLH) and comprises four mandatory units which are internally assessed. Three of the units are assessed by Pearson Set Assignment and one through a centre-designed assignment or the Authorised Assignment Brief. Learners must also complete five optional units, all of which are internally assessed using centre-designed assignments or Authorised Assignment Briefs. The qualification structure identifies the mandatory and optional units and this information is also listed in the qualification specification. To achieve any qualification grade, learners must complete and have an outcome (D, M, P or U) for all units within a valid combination for the size of the award. For the Foundation Diploma in Hospitality, learners must pass all mandatory units along with 180 GLH from the optional units. This means that learners could attain a U grade in one of the remaining optional units and still achieve a pass grade overall depending on their other results. Please see pages 331–343 of the specification for more details about compensation and grading.

The sample delivery plan is based on the qualification being delivered over one year, with lesson time totalling 18 hours per week.

If your centre is subject to Standards Verification, your Standards Verifier will confirm sampling arrangements with you in order to meet the first sampling deadline of the end of May. The sample delivery plan ensures that *Unit 1: The Hospitality Industry*, *Unit 2: Environment and Sustainability in the Hospitality Industry* and *Unit 4: The Principles of Leadership and Supervision* will be available for first sampling. All other units will be completed in time for the end of June, which is the second sampling deadline (should this be required). It is important that you have at least one completed unit ready for Standards Verification to take place by the end of May.

### Involving employers in the assessment/delivery

There is no compulsory requirement for a work experience placement within the qualification. All units lend themselves to a range of hospitality industry employer involvement, for example, in the form of an educational visit, guest speaker, focus group or case study.

### Which units are assessed by Pearson Set Assignments?

Units 1, 2 and 4 are assessed by Pearson Set Assignments. The assignments will be available from October. The assignment can be completed at any time in the year. The evidence can be resubmitted once. Any resit student must resit a new assignment.

### Internal mandatory units

*Unit 1: The Hospitality Industry*. Learners will develop knowledge and understanding of the hospitality industry, the current trading environment and how the industry responds to trends and changes.

*Unit 2: Environment and Sustainability in the Hospitality Industry.* Learners will investigate the impact of the hospitality industry on the environment and the measures the industry takes to ensure sustainability.

*Unit 3: Customer Service Provision in Hospitality*. Learners will develop the knowledge and skills they need to deliver effective customer service in a hospitality business. They will understand the skills needed to provide positive customer service in an organisation as well as the need for continual improvement.

*Unit 4: The Principles of Leadership and Supervision:* Learners will examine the theories of leadership to allow them to perform effectively in their roles as supervisors in the hospitality industry*.*

### Suggestions for which units to teach

*Unit 1: The Hospitality Industry*. As this is an introductory unit that links to all other units in the qualification, it should be delivered from the outset in order to provide a foundation on which to build further knowledge and understanding. This is a mandatory unit that is assessed internally via a Pearson Set Assignment. The unit will be delivered for four hours per week for 15 weeks to embed learning and delivery must include the internal assessment activities. This will ensure that you have a mandatory unit assessed via a Pearson Set Assignment completed for Standards Verification.

*Unit 2: Environment and Sustainability in the Hospitality Industry*. This is a mandatory unit that is assessed internally via a Pearson Set Assignment. The unit will be delivered for four hours per week across 15 weeks to embed learning and delivery must include the internal assessment activities. This unit has links to a number of units within the qualification and provides a basis for understanding sustainability issues across hospitality activities.

*Unit 3: Customer Service Provision in Hospitality*. This is a mandatory unit, but it is assessed by an internally set assignment or the Authorised Assignment Brief for this unit. Delivery will start in term two. Four hours per week have been allocated to take account of the practical nature of the unit. The weekly four-hour sessions will provide time to deliver the underpinning knowledge and sufficient time for learners to practise their customer service skills prior to formal assessment. Pearson suggests that, when delivering the unit, centres should encourage learners to draw on their broader learning so that they will be prepared for the assessment. It is acknowledged that learners tend to perform best when practical assessments are taken towards the end of the programme. This is reflected in the scheduling in terms two and three.

*Unit 4: The Principles of Leadership and Supervision.* This is a mandatory unit that is assessed internally via a Pearson Set Assignment. The unit should be delivered for four hours per week for 15 weeks to embed learning and delivery should include the internal assessment activities. This will ensure that you have a mandatory unit assessed via a Pearson Set Assignment completed for Standards Verification. The delivery of this unit at the start of term one will provide the underpinning knowledge that will be required when learners take on supervisory duties in the practical units scheduled for delivery later in the programme.

*Unit 10: Supervision of Food Safety in Hospitality.* This is an optional unit that is assessed internally via a centre-designed assignment brief or the Authorised Assignment Brief. Delivered at the start of the programme, this unit provides the underpinning knowledge for the safe handling of food in the practical food preparation and food service units.

*Unit 13: European Cuisine*. This optional unit is internally assessed via a centre-devised assignment or by using the Authorised Assignment Brief for this unit. This unit has been scheduled for delivery towards the end of the qualification as it is felt that the learners' creativity and organisational skills will be utilised, maintaining their interest at a time when they may be tiring of their studies. The four hours per week

scheduled for delivery will allow the unit to be delivered both in the classroom and practically in the kitchen, allowing learners time to finesse their skills prior to the assessment at the end of the programme. As with Unit 3, the later delivery will allow learners to draw on their broader learning so that they will be prepared for the assessment.

*Unit 18: Conferencing and Banqueting.* This optional unit is internally assessed via a centre devised assignment or by using the Authorised Assignment Brief for this unit. This unit has been scheduled for delivery towards the end of the qualification. The four hours per week for delivery will allow the unit to be delivered both in the classroom and practically, allowing learners time to finesse their skills prior to the assessment at the end of the programme. As with *Unit 3: Customer Service Provision in Hospitality*, the later delivery will allow learners to draw on their broader learning so that they will be prepared for the assessment. Whilst this is not a synoptic unit, it does bring together many of the practical assessment requirements of *Unit 3: Customer Service Provision in Hospitality* and *Unit 13: European Cuisine*.

*Unit 21: Technology and Digital Media in Hospitality.* This optional unit is internally assessed via a centre-devised assignment or by using the Authorised Assignment Brief for this unit. This unit has been scheduled for delivery for two hours per week across the 30-week academic year. This allows learners to investigate the use of digital media in contrasting hospitality businesses as their knowledge and understanding of the hospitality industry increase. It also allows them to incorporate parts of the assessment of this unit with the other units they are studying. For example, learners could produce proposals for the introduction of new technology to assist with menu costing for *Unit 13: European Cuisine*.

*Unit 22: Marketing for Hospitality.* This optional unit is internally assessed via a centre-devised assignment or by using the Authorised Assignment Brief for this unit. This unit has been scheduled for delivery towards the end of the qualification as, by then, learners should have gained a better understanding of how businesses function in the hospitality industry. It also allows the learners to put their learning into context as the unit links with *Unit 18: Conferencing and Banqueting.*

Centres are encouraged to timetable a period of induction for learners at the start of the programme. This should include information on topics such as the structure of the units, how to use an assignment brief, the importance of command verbs, how to work to meet deadlines, consequences of not meeting deadlines, how to reference work and the importance of evidence submitted for assessment being independently produced, valid and authentic. Centre policies on malpractice and plagiarism should be explained.

**NB:** internally assessed units can only be sampled when all learners have completed the unit, resubmissions have occurred and have been assessed and internally verified. All units must be available for first sampling and reporting to have occurred by the **end of May** in the year of certification.